



---

## Applying for a Murray City Center District “Certificate of Appropriateness”

---

The Murray City Center District (MCCD) is envisioned as the commercial, civic and cultural center for the community and is a new mixed-use district intended to enhance physical, social and economic connections by redeveloping “Downtown” Murray City resulting in a richer, more vibrant cultural environment. This District encourages pedestrian oriented design, promoting development opportunities, and increasing residential and commercial densities. The anticipated development model promotes sustainable, compact, mixed-use, transit oriented uses with neighborhood oriented commercial, restaurant, civic, cultural and residential spaces to promote street life and activity by regulating building orientation and design.

### **MCCD Boundaries:**

The Murray City Center District comprises approximately 97 acres of properties and right-of-way located generally between the Trax rail lines to the west, Center Street and Jones Court on the east, 4800 South Street and several additional properties north of 4800 South, and Little Cottonwood Creek to the South as described in the legal description adopted with this ordinance.

**A MCCD review fee of \$200.00 is due upon application or in the case where only an Administrative Review is required the fee is \$50.00.** In some situations where the land use is listed as a conditional use it will be necessary to also apply for a Conditional Use Permit. For more information on Conditional Use Permits, please see the form for **Applying for a Conditional Use Permit (\$200.00 fee)**.

### **Certificate of Appropriateness Required.**

A Certificate of Appropriateness is required for any exterior alterations, additions, new construction or site work for all buildings within the MCCD. A Certificate of Appropriateness is a prerequisite requirement to the issuance of a building permit or other required permits. The “certificate” will be issued by the Planning Commission which is an indication that the proposed work to be accomplished meets the MCCD regulations. Any permits not issued in compliance with the code will be invalid. All work performed shall conform to the requirements of the certificate.

### **Submittal Deadline:**

The MCCD application for major alterations and new construction must be reviewed by both the (1) Design Review Committee and the (2) Planning Commission.

1. Applications for major alterations and new construction for a MCCD project must first be submitted to Murray City Community & Economic Development Department, 4646 South 500 West, by 10:00 a.m. on the 14<sup>th</sup> day of the month, for consideration by the Design Review Committee.

2. Application for a MCCD project must also be submitted to the Murray City Community & Economic Development Department, 4646 South 500 West by 10:00 a.m. at least three weeks prior to the intended date the application is to be considered by the Planning Commission. Incomplete applications may delay processing of the application and subsequent scheduling before the Planning Commission.

**Meeting Dates:**

Who?	Planning Commission	Design Review Committee
When?	1 <sup>st</sup> & 3 <sup>rd</sup> Thursday of each month at 6:30 p.m.	Last Thursday of each month at 5:30 p.m.
Where?	City Hall at 5025 South State Street	4646 South 500 West

**Application Requirements:**

**Step 1. Initial Contact.** Meet with a Murray City staff planner to discuss project proposals and to become informed about the following documents:

- ☐ MCCD ordinance regulations;
- ☐ MCCD design guidelines & building designations;
- ☐ MCCD certificate of appropriateness.

**Step 2. Review Design Guidelines.** Review carefully the design guidelines when preparing your plans to make sure they are in compliance. Design compliance will be critical to your success in receiving City approval. Prepare application materials needed to illustrate the project.

**Step 3: Major or Minor Alterations.** Determine if the application is for a major or minor alteration as described below:

1. Major alteration and new construction means the physical modification to a building that involves the entire building or has a substantial visual impact on the building or surroundings. Examples of major alteration includes overall building design, exterior facades, site landscaping and parking.
2. Minor alterations means the physical modification that is limited in scope or has a minor visual impact in relation to the total building. Examples include light and other appurtenant fixtures, signs, awnings, and other minor work.
3. If minor, submit application for review and approval by administrative staff.

**Step 4. Submit Application to the Community & Economic Development Department.**

Submit application information as required below. Planning staff will review the information for completeness and compliance with the Design Review Committee recommendations.

- ☐ \$200.00 MCCD Design Review Committee fee, or \$50.00 Administrative Review fee (whichever is applicable).
- ☐ Completed MCCD application form.
- ☐ Property Owner's Affidavit (i.e. a written statement made before a notary). For your convenience, an affidavit has been provided on the back of the application form.
- ☐ If the property owner is to be represented by an "agent" during meetings with the City, please complete and submit the Agent Authorization form (also provided on the back of the application form).
- ☐ Photographs
- ☐ Specification documents, etc., as needed.
- ☐ Three (3) copies of a legible site plan proposal. The site plan should include the following information:
  - ☐ Include the project name and exact street address.
  - ☐ Accurate dimensions of the subject property, drawn to standard engineers scale (i.e. 1"=10', 1"=30', etc.), with north arrow and date of drawing. Sheet size should be a minimum of 18" x 24".
  - ☐ Property lines, adjoining streets, right-of ways, waterways, easements, etc. with dimensions.
  - ☐ Location and dimension of existing and proposed buildings, entries and exits, driveways, parking areas, landscape areas, sidewalks, retaining walls, fences, exterior lighting, dumpster enclosures, etc.
  - ☐ Location of existing property features such as streets, canals, ditches, waterways, hillsides, wetlands, flood plain, etc.
- ☐ Three (3) copies of floor plans. Include both existing and proposed floor plans. Accurate dimensions drawn to scale (i.e. 1/8"=1', 1/4"=1', etc.) used on the plans.
- ☐ Three (3) copies of building elevations. These must be dimensioned to show an accurate representation of the proposed building. Provide a summary of the type of building materials which will be used for all structures. Show building and material colors. Indicate a standard scale (i.e. 1/8"-1', 1/4"=1', etc.) used on the elevation.
- ☐ Three (3) copies of a preliminary landscape plan to meet ordinance requirements. These must include:
  - ☐ Areas to be planted in lawn;
  - ☐ Specific locations for each existing and proposed shade, evergreen, ornamental or fruit tree;
  - ☐ Areas to be planted in shrubs;
  - ☐ Areas to be planted as flower beds or with living ground covers;
  - ☐ Areas for non-living landscape materials (i.e. boulders, cobblestones, bark, etc.);
  - ☐ Ten (10) feet of landscaping is required along all frontage areas not occupied by drive access.
- ☐ Submit one (1) reduced 8 1/2 x 11 inch copy of all development plans.

\*All plans submitted with the application will not be returned to the applicant and are the property of Murray City.

**Step 5. Attend the Design Review Committee Meeting.** Meet with the Design Review Committee for their approval/recommendation to the Planning Commission.

**Step 6. Make Changes to Plans.** Make any necessary changes to the plans to reflect the intent of the design guidelines as determined by the Design Review Committee. Committee minutes and the recommendation will then be forwarded to the Planning Commission.

**Step 7. Attend the Planning Review Meeting.** The meeting is held on the Monday following the Planning Commission application deadline at 1:00 p.m. in the Public Services building conference room, located at 4646 South 500 West, Murray, Utah. If the meeting date falls on a holiday, check with planning staff for the date of the meeting. This meeting is attended by representatives of the various city departments who provide additional insight or information which will be useful to the Planning Commission to make a decision.

**Step 8. Attend Planning Commission Meeting.** The applicant will be sent a copy of the Planning Commission agenda and staff recommendation in advance of the meeting date. Information on the agenda will give the date, place and time of the meeting. The applicant or an authorized representative must be in attendance at the meeting. If no applicant is present, the Planning Commission may not take action on the item. It will be up to the applicant to reschedule another hearing date and pay the appropriate fee. The applicant should be prepared to present the proposal in detail and answer questions from the Planning Commission members and other interested parties. An application may be “tabled” or “continued” if the Planning Commission needs additional information or time to consider the application. The Planning Commission will then make a motion to approve, deny, or continue the request.

### **Appeal of Decision.**

Anyone aggrieved with a decision of the Planning Commission or administrative staff may appeal the decision to the Board of Adjustment. The appellant may be the applicant, neighboring property owner, an affected resident, or even the City itself. Appeals must be in writing and an application received by the Community & Economic Development Department within thirty (30) days of the decision. Appeals must contain all pertinent documents and state the reason(s) for the appeal. Payment of a fee is required at the time of filing an application.

# MURRAY CITY CENTER DISTRICT APPLICATION

Type of Application (check all that apply):

- ☐ Minor Alteration      ☐ Significant Building  
☐ Major Alteration      ☐ New Construction  
☐ Demolition

Subject Property Address: \_\_\_\_\_

Parcel Identification (Sidwell) Number: \_\_\_\_\_

Parcel Area: \_\_\_\_\_ Current Use: \_\_\_\_\_ Zoning Classification: \_\_\_\_\_

Floor Area: \_\_\_\_\_ Retail/Office/Storage Area: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email \_\_\_\_\_

Business Name (If applicable): \_\_\_\_\_

Property Owner's Name (If different): \_\_\_\_\_

Property Owner's Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email \_\_\_\_\_

Describe your request in detail (use additional page if necessary): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Property Owners Affidavit

I (we) \_\_\_\_\_, being first duly sworn, depose and say that I (we) am (are) the current owner of the property involved in this application: that I (we) have read the application and attached plans and other exhibits and are familiar with its contents; and that said contents are in all respects true and correct based upon my personal knowledge.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's Signature (co-owner if any)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

Residing in \_\_\_\_\_

My commission expires: \_\_\_\_\_

### Agent Authorization

I (we), \_\_\_\_\_, the owner(s) of the real property located at

\_\_\_\_\_, in Murray City, Utah, do hereby appoint

\_\_\_\_\_, as my (our) agent to represent me (us) with regard to this application affecting the above described real property, and authorize

\_\_\_\_\_ to appear on my (our) behalf before any City board or commission considering this application.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's Signature (co-owner if any)

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, personally appeared before me

\_\_\_\_\_ the signer(s) of the above *Agent Authorization* who duly acknowledge to me that they executed the same.

\_\_\_\_\_  
Notary Public

Residing in \_\_\_\_\_

My commission expires: \_\_\_\_\_